

SELF-SERVICE CENTER
PROCEDURES: HOW TO FILE FOR A NAME CHANGE WITH THIS COURT
FOR A MINOR

STEP 1: Fill out the *“Application for Change of Name for a Minor”* and make **2** copies.

STEP 2: Fill out the *“Civil Cover Sheet”* and check box **152** for “Change of Name” on page 2.

STEP 3: FILE THE PAPERS AT THE COURT:

WHO: **Who must file the Application for Name Change of a Minor Child?**
The Parent or Guardian of that child, or the attorney of the parent or guardian.

GO TO: **GO TO THE CLERK OF COURT TO FILE YOUR PAPERS:** The Court is open from 8am-5pm, Monday-Friday. **You should go to the Court at least two hours before it closes.**
You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Facility
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
Northwest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374

The Clerk of the Superior Court
Northeast Regional Court Center
18380 North 40th Street
Phoenix, AZ 85032

FEES: You may request a deferral of your filing fees at the time you file your papers with the Clerk of the Court. If you qualify, this will allow you to file now and pay later or make a partial payment now and pay the balance at a later date. The deferral forms are located at the Self-Service Center and the Filing Counters listed above.

PAPERS: Give **1** Civil Cover Sheet and **1** original plus **2** copies of the “Application” to the Clerk along with the **\$230.00** filing fee. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the Clerk of Superior Court, are acceptable. **Make sure the filing clerk stamps both of your copies and returns them to you.**

STEP 4: SCHEDULE YOUR HEARING WITH COURT ADMINISTRATION:

GO TO: After filing your original application, bring the **2** copies and the *“Notice of Hearing Regarding Application for Change of Name”* to Court Administration to get your hearing date, Monday through Friday, 8am – 5:00 pm, except for Court holidays.

Court Administration
125 W. Washington #003
(basement level)
Phoenix, AZ 85003

Court Administration
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Court Administration
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Court Administration
18380 North 40th Street
Phoenix, AZ 85032

Court Administration will complete the *“Notice of Hearing Regarding Application for Change of Name”* to show the date, time, and place of your hearing. You must complete all other information on the *“Notice of Hearing”* form.

STEP 5: NOTIFY ANY INTERESTED PARTY

WHO: You must notify the other parent of the minor child (or both parents if you are the child's guardian) about your request for name change and the scheduled hearing. If the minor child is 14 years or older, he/she must sign a notarized consent to the name change request, or attend the hearing.

HOW TO NOTIFY: If you know where the person(s) lives, you can do one of the following:

1. IF THE PARENT AGREES WITH YOUR REQUEST - Give him/her a stamped copy of your application and the ***"Notice of Hearing Regarding Application for Change of Name"*** that shows the date, time, and place of your hearing. Then, have the parent complete the form entitled, ***"Consent of Parent to Name Change of a Minor Child and Waiver of Notice"*** and have it notarized. That document serves as your proof of notice. Bring the signed and notarized ***"Consent of Parent to Name Change of a Minor Child and Waiver of Notice"*** to the hearing.
2. IF THE PARENT DOES NOT AGREE WITH YOUR REQUEST - Give him/her a stamped copy of your application and the ***"Notice of Hearing Regarding Application for Change of Name"*** that shows the date, time, and place of your hearing. Then, have the person sign an ***"Acceptance of Service"*** (That form is available through the Self-Service Center). That notarized form serves as the proof of notice. Bring the signed and notarized ***"Acceptance of Service"*** to the hearing; **OR,**
3. Send a clerk-stamped copy of your application and the ***"Notice of Hearing Regarding Application for Change of Name"*** showing the date, time, and place of hearing by certified mail/restricted delivery (return receipt requested). This must be done at least 30 days before the hearing. Proof of Notice for this step is the card returned to you from the Post Office showing delivery. Bring the card and a completed ***"Affidavit of Service by Certified Mail"*** to the hearing. The person who should receive notice of the hearing must sign the return receipt.

If you do NOT know where the person(s) lives:

A Notice of Hearing must be published once in a newspaper of general circulation in Maricopa County at least 14 days before the hearing. This is called Notice by Publication.

If notice is by publication, you must complete a notarized statement explaining in detail what efforts you made to locate the person(s). Bring that statement with you to the hearing. The Court will not accept notification by publication unless diligent efforts have been made to locate the person for whom notification is required. For more information regarding service by publication, please see the Self-Service Center packet on Service of Court Papers When You Cannot Find the Other Party.

STEP 6: ATTEND THE HEARING

WHO: The adult who is requesting the name change for the minor child **MUST** be present at the hearing. In addition, if the request is for a minor who is 14 years or older, that child must either be present at the hearing or you may provide a notarized statement from the child consenting to the name change.

BRING THESE DOCUMENTS TO THE HEARING:

- **2** copies of ***"Order Changing Name for a Minor"*** for the Judge to sign. One copy will go in the Court file and the other will be prepared for certification and returned to you. .
- Photo identification for the person who filed the request for the change of name
- A Clerk stamped copy of all filed documents
- Proof of Notice as described above in Step 5.
- Notarized consent from the other parent or proof that the other parent was served with notice of the Application and the hearing date, time, and place, **OR** Order terminating parental rights of the other parent (If applicable)
- Prior Name Change orders (If applicable)
- Proof of naturalization or resident alien status (If applicable)
- **A copy** (preferably a "Certified" copy) **of the child(ren)'s official, government-issued birth certificate. A HOSPITAL BIRTH CERTIFICATE IS NOT SUFFICIENT.**
- Adoption decree (If applicable)
- Proof of Guardianship (If applicable)

- If the person requesting the change of name, or the child, is not a United States citizen, a passport or proof of immigration status must also be provided at time of hearing.

- ♦ If you are asking to *change a child's birth record*, you **MUST** also bring a copy of the child's government-issued birth certificate.
- ♦ The Court will not change a birth certificate without first seeing a copy.
- ♦ Hospital-issued birth certificates are largely ceremonial and generally will not satisfy Court requirements.
- ♦ The Court is looking for government-issued birth certificates.

Always make sure that you make a copy of any documents you submit to the Court, and keep those copies for your records.

NOTE: If the Court has ordered that the name on your Arizona birth records be changed, you may purchase a new birth certificate at the Office of Vital Records for a fee of \$23. If Vital Records has not already received the Order from the Court, you will need to provide them with a Certified Copy of the Order.*

***To get a certified copy of your court order** you will need to present your Judge-signed copy along with payment of \$18.00 cash, personal in-state check or money order (payable to "Clerk of Superior Court"), or VISA/Mastercard (for each certified copy) to the Filing Counter within 48 hours. If you need additional copies after that time, you will need to go to the Court's Customer Service Center at 601 W. Jackson Street in Phoenix.

Vital Records offices at 1818 W. Adams, Phoenix, AZ 85007, are open between 8:00 a.m. and 4 p.m., Monday through Friday. **Free covered parking** is available one block east on 18th Avenue, between Van Buren and Adams Streets. You may also telephone Vital Records at 602-364-1300. You may experience lengthy hold times.